

**City of  
Lake  
Forest**

**2017 -  
2018**

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**CDBG  
Annual  
Action Plan**

June 21, 2017

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# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The 2017-18 Annual Action Plan for the City of Lake Forest satisfies the requirements to receive Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The CDBG program was created by the Housing and Community Development Act (HCDA) of 1974. The primary objective of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income.

Regulations governing the CDBG program require that each activity undertaken with CDBG funds must meet one of the three national objectives:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums and blight
- Meet a community development need having a particular urgency

As a recipient of CDBG funds, the City is required to prepare a five-year strategic plan that identifies housing and community needs, prioritizes these needs, and develops a strategic plan to address priority needs. This document is called the Consolidated Plan. The City's current Consolidated Plan covers the fiscal years of 2015-16 to 2019-20. On an annual basis, the City prepares an expenditure plan that identifies the specific activities the City will undertake with its annual CDBG allocation to meet the priority needs identified in the Consolidated Plan. Fiscal Year (FY) 2017-18 is the third year of the current Consolidated Plan cycle.

On June 14, 2017, HUD posted 2017-18 CDBG allocation. Based on this information, for FY 2017-18, the City's CDBG grant is \$416,658. Additionally, \$70,000 in program income is estimated to be received during FY 2017-18, and a total of \$62,236 in prior year funds will be available for programming. It is important to note that due to the delay in the approval of the 2017 federal budget, the City followed HUD guidance in developing its draft 2017-18 Action Plan (HUD CPD Notice 16-18). The draft Action Plan indicated that once HUD announced CDBG allocations, activities recommended for FY 2017-18 CDBG funding would be proportionally increased or decreased from the estimated funding levels to match the actual allocation amount. The City's 2017 CDBG allocation is approximately 4% more than anticipated; in general, all activities recommended for CDBG funding have been increased by this amount.

## 2. Summarize the objectives and outcomes identified in the Plan

The City of Lake Forest City Council approved the 2015-2019 Consolidated Plan in May 2015. The following Consolidated Plan objectives and outcomes were adopted in the plan. Corresponding annual accomplishment goals for FY 2017-18 are also listed below:

- Rehabilitate the City's existing single-family housing stock, including mobile homes: 5-Year Goal: Rehabilitate 55 units with CDBG funds / FY 17-18 Goal: Rehabilitate 12 units
- Support the Orange County Housing Authority's implementation of federal rental assistance programs in Lake Forest: 5-Year Goal: Assist 875 households with rental assistance vouchers/certificates / FY 17-18 Goal: Support assistance for 190 households with rental assistance vouchers/certificates
- Provide supportive services and housing for those at risk of becoming homeless: 5-Year Goal: Assist 25 individuals with CDBG funds / FY 17-18 Goal: 25 individuals
- Provide fair housing services that address impediments that may limit a person's ability to choose a residence free from discrimination: 5-Year Goal: Assist 400 individuals with CDBG funds / FY 17-18 Goal: Assist 185 individuals (75 households)
- Provide services to eligible low and moderate-income youths: 5-Year Goal: Assist 150 individuals with CDBG funds / FY 17-18 Goal: Assist 12 individuals
- Provide services to eligible low- and moderate-income seniors: 5-Year Goal: Assist 200 individuals with CDBG funds / FY 17-18 Goal: Assist 16 individuals
- Provide services to eligible low- and moderate-income persons: 5-Year Goal: Assist 15,000 individuals with CDBG funds / FY 17-18 Goal: Assist 2,968 individuals
- Provide services to eligible low- and moderate-income persons with disabilities: 5-Year Goal: Assist 100 individuals with CDBG funds / FY 17-18 Goal: Assist 38 individuals
- Undertake infrastructure and/or facility improvements benefitting low- and moderate-income persons and those with special needs: 5-Year Goal: Undertake 5 projects with CDBG funds / FY 17-18 Goal: Undertake 1 project
- Administer federal grant funds: 5-Year Goal: Administer 5 years of CDBG funds / FY 17-18 Goal: Administer 1 year

While not funded with CDBG, Lake Forest will continue to implement its City-funded economic development program with the goal of expanding economic opportunities for all residents.

Activities planned for FY 2017-18 include the following:

- **Free Business Seminars:** Topic-specific seminars and workshops provide Lake Forest entrepreneurs and businesses with resources to grow and expand their business operations. The City often partners with SCORE Business Counselors, Lake Forest Chamber of Commerce, Orange County-One Stop Center, Orange County Small Business Development Center, U.S. Small

Business Administration, Internal Revenue Service, and Employment Development Department on a variety of topics.

- **Shop & Dine Lake Forest Week:** A free citywide marketing program that promotes an economically sustainable local economy by providing all Lake Forest businesses with free advertising of their products and services. Participating businesses are promoted in a citywide coupon booklet mailed to approximately 31,000 addresses and advertised through print and radio advertisements. The annual event has resulted in increased sales for Lake Forest businesses and assisted in attracting new customers to Lake Forest shopping centers.
- **GROW in Lake Forest:** GROW (Growing and Retaining Our Workforce) in Lake Forest is a job creation and retention program aimed at attracting employers to the City by assisting them with current and future hiring and employee retention needs. This includes connecting employers with free candidate screening, on-site job recruitment fairs, and specialized employee training credits offered through the Workforce Investment Board and Orange County One-Stop Centers.
- **Career Workshop:** The City will host an event for Lake Forest job seekers that provides direct and practical advice for resume preparation and job interviews.
- **Expedited Business Assistance Program:** Staff often coordinates inter-departmental meetings with companies and/or their representing commercial broker at the onset of their location or expansion project. Staff from Economic Development, Planning, Building, and Public Works divisions will meet with the representatives to discuss the plan check and building permit review process as well as other related development issues.

### **3. Evaluation of past performance**

Fiscal Year 2015-2016 was the first year of the City's 2015-19 Consolidated Plan cycle – most activities were completed by June 30, 2016. Fiscal Year 2016-17 is the second year, and is not yet complete. A table that summarizes the City's five-year Consolidated Plan goals and one-year accomplishments (FY 2015-16) is provided as **Attachment 1**.

### **4. Summary of Citizen Participation Process and consultation process**

Residents, local and regional organizations were encouraged to participate in the preparation of the City's 2017-18 Annual Action Plan. There were several opportunities for residents and agencies/organizations to provide input:

- The City invited social service providers to a meeting on December 19, 2016, at which staff provided information regarding Consolidated Plan priorities and the public service grant application process and current community needs. Five current and potential subrecipients attended the meeting.
- A public meeting with City Council was held on March 7, 2017, for the purpose of informing the City Council on the Annual Action Plan process, solicit public comments, and to kick-off the 30-day review period for the 2017-18 Annual Action Plan.

- A draft of the 2017-18 Action Plan was available for a 30-day public comment period from March 8 to April 8, 2017.
- The Annual Action Plan is scheduled to be adopted by the City Council after hearing any public comments at a public hearing on April 18, 2017.

**5. Summary of public comments**

No comments were received during the 30-day public review period. No public comments were received during the public hearing.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

None

**7. Summary**

The Consolidated Plan is a strategic plan that utilized data and public input to determine priority housing and community needs. The Annual Action Plan is the expenditure plan for the use of CDBG funds to address identified priority needs. The City's overall objective for the CDBG program is to create a viable community by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income. To accomplish this objective in the City of Lake Forest, will fund a variety of activities with CDBG funds during FY 2017-18.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

*Agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.*

Agency Role	Name	Department/Agency
CDBG Administrator	LAKE FOREST	Economic Development/Community Preservation

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The Economic Development/Community Preservation Department is responsible for overseeing the administration of the City’s CDBG funding, including the preparation of the Consolidated Plan, Annual Action Plans, and year-end performance reports (Consolidated Annual Performance and Evaluation Report or CAPER). The Economic Development/Housing Manager oversees the day-to-day administration of the CDBG program.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The consolidated planning process (i.e., Annual Action Plan process) requires the City to contact and consult with other public and private agencies when developing the plan. The plan itself must include a summary of the consultation process, including identification of the agencies that participated in the process. Below is a summary of the City's efforts to coordination interaction with other public and private agencies.

#### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

In preparing the Action Plan, the City consulted with various organizations located in Lake Forest and Orange County that provide housing and services to the residents of Lake Forest. In many instances, these consultations are part of ongoing interactions between the Lake Forest Economic Development/Community Preservation Department and the agency or group described below:

- County of Orange – Ongoing interaction with various County agencies to ensure the health and safety of the community (e.g., OC Sheriff, OC Fire).
- Orange County Housing Authority – Support for the local public housing authority's efforts to administer the Housing Choice Voucher program throughout Lake Forest.
- 211-OC – Continued support for the regional homeless Continuum of Care (CoC) coordinating agency by providing data regarding resources made available by the City to support CoC activities, and provide input on the priority needs of the region's homeless and persons at risk of homelessness.
- Nonprofit Service Agencies – Interaction and support for a variety of social services made available to Lake Forest residents.
- Business Community - Lake Forest has a very active economic development program that coordinates business activities and employment programs with community organizations such as the Lake Forest Chamber of Commerce and the Orange County One-Stop Center. *(NOTE: These activities are not supported with CDBG funds.)*

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The City supports the Orange County Continuum of Care (CoC) in its actions to address the needs of homeless persons in the county. The CoC consists of six basic components: advocacy on behalf of

homeless persons and those at risk of becoming homeless, outreach, prevention, emergency shelters, transitional housing, and permanent housing/rapid re-housing.

The City collaborates and relies on its nonprofit partners to reach out to and address the needs of homeless persons in the City. Direct financial assistance is provided to nonprofit agencies that offer food and shelter assistance. Homeless and near homeless persons are also served with utilities/rent assistance, case management, referrals, and job development skills. For FY 2017-18, the City made a concerted effort to reach out to local agencies that address homeless issues and Veterans issues.

There is limited data regarding the homeless subpopulations in Lake Forest that are the beneficiaries of these services, the 2015 Point-In-Time Count and Survey provided information on the composition of the countywide homeless population. The 2015 Orange County Homeless Count and Survey Report reveals that 19% of the county's homeless population are chronically homeless individuals, less than 1% are members of chronically homeless families, 13% are veterans, 36% are members of families with children, and less than 1% are unaccompanied youth. It is assumed that Lake Forest's homeless population mirrors these statistics. The City actively participated in the 2017 Point In Time Survey process. Because of this participation, city specific data should be available for future evaluation which may provide specific homeless sub-populations information.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Lake Forest does not receive Emergency Solutions Grant (ESG) funding directly from HUD.<sup>[1]</sup> The leadership and coordination of Orange County's CoC planning process is the shared responsibility of 211-OC and the County of Orange. The Homeless Management Information System (HMIS) is used by the CoC to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. All aspects of HMIS administration are the responsibility of the CoC.

*[1. The cities of Anaheim, Garden Grove and Santa Ana receive ESG funds directly from HUD and administer these funds within their respective jurisdictions.]*

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Orange County Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding households receiving HUD rental assistance and regarding households on wait list for housing assistance.
2	<b>Agency/Group/Organization</b>	211 Orange County
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Homeless Management Information System (HMIS)
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding regional homeless, housing/service gaps for homeless, and HMIS management.
3	<b>Agency/Group/Organization</b>	Fair Housing Council of Orange County
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Impediments to Fair Housing

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding fair housing issues in the community and input on impediments to fair housing. Also assisted in developing action steps to address impediments to fair housing.
4	<b>Agency/Group/Organization</b>	Age Well Senior Services
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the housing and service needs of seniors, including home bound seniors.
5	<b>Agency/Group/Organization</b>	Families Forward
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding housing and service needs of homeless individuals and households at risk of becoming homeless.
6	<b>Agency/Group/Organization</b>	Family Assistance Ministry
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Veterans Anti-poverty Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding housing and service needs of homeless individuals and households at risk of becoming homeless.
7	<b>Agency/Group/Organization</b>	South County Outreach
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the needs of lower income households specifically, individuals/households at risk of becoming homeless.
8	<b>Agency/Group/Organization</b>	Vocational Visions
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Economic development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding needs of adults with developmental disabilities, specifically developing economic opportunities for this special need population.

9	<b>Agency/Group/Organization</b>	Saddleback Valley Unified School District
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Public School District
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the need for childcare services for lower income households.
10	<b>Agency/Group/Organization</b>	Camino Health Center
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding medical/dental service needs of the community including homeless individuals.

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City consulted with a variety of agencies serving Lake Forest residents and the region. No agency types were specifically left out of the consultation process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	211-Orange County	Addressed issues pertaining to homelessness.

5-Year Plan & 1-Year Public Housing Authority (PHA) Plan	Orange County Housing Authority	Agency plans and policies related to providing rental assistance for very low-income households.
Housing Element	City of Lake Forest	Includes the goal of fostering affordable housing.
Capital Improvement Budget	City of Lake Forest	Includes multi-year plan for use CDBG funds for capital projects.
Multi-Jurisdictional AI to Fair Housing	16 OC Cities including Lake Forest	Identifies impediments to fair housing choice within the region and the city. Also provides strategy to address impediments.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

**AP-12 Participation – 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The City of Lake Forest provided several opportunities for participation and comment throughout the Annual Action Plan preparation process. There was a public meeting before the City Council on March 7, 2017, which initiated a 30-day public review of the Annual Action Plan, with the final City Council adoption at a public meeting on April 18, 2017. The notice for the City Council public hearing is presented in **Attachment 2** of this plan.

The comments received through the citizen participation process were considered in the allocation of CDBG funds. The needs identified through the Consolidated Plan process are also incorporated into the Annual Action Plan as they are the basis of funding recommendations.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	Non-targeted/broad community	Notification of availability of CDBG funding for FY 2017-18	None	None	NA
2	Public Meeting	Public Service Agencies	A total of 5 agencies attended meeting to discuss social service needs and grant application process	Provided input on needs of homeless, homeless families and senior issues	NA	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	3/7/17 City Council meeting to initiate the public comment process	Representatives of 3 public service grant applicants thanked the Council for past and continued support & 1 individual requested to be notified of funding for next year	None	NA
4	Newspaper Ad	Non-targeted/broad community	30-day public comment period and public hearing notice	None	NA	NA
5	Public Hearing	Non-targeted/broad community	4/18/17 public hearing to approve FY 2017-18 Action Plan and authorize submission of the plan to HUD	None	NA	NA

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

During the 2015-2019 Consolidated Plan cycle, the City expects to receive an estimated \$382,000 annually in CDBG funding, for a five-year total of \$1,527,332. Based on the approved 2017 federal budget, the City will receive \$416,658 in CDBG funds for FY 2017-18. The City will use CDBG funds for housing activities, public infrastructure improvements, public services, and planning and administrative costs. The table below provides a breakdown of anticipated resources that will be available during FY 2017-18. The table includes a carryover of prior year funds totaling \$62,236, plus an estimated amount of program income (i.e., \$70,000 in Revolving Loan funds which are repayments of previously funded housing rehabilitation loans).

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	416,658	70,000	62,236	548,894	764,000	CDBG annual allocation, prior year funds and projected loan repayments

Section 8	Public-federal	Housing	0	0	0	0	0	190 Lake Forest households receive rental assistance voucher or certificate
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**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

There is no match requirement for the CDBG program. Whenever possible, CDBG funds will be coupled with other local funds and/or private funding to generate a budget for a project or program. Prior to 2012, redevelopment tax-increment funds provided a significant source of local leverage; however, these resources are no longer available. Some housing assets formerly held by the City’s redevelopment agency are now administered by the City’s Housing Authority. It is possible that these assets may generate some revenue in future years, which could be used to leverage federal funds.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Lake Forest Housing Authority holds assets formally held by the Lake Forest Redevelopment Agency. These assets include a 1.67-acre vacant parcel purchased from the Orange County Transportation Authority and a tax-defaulted vacant parcel purchased from the County of Orange with Redevelopment funds. It is important to note that while the Housing Authority received these assets from the Redevelopment Agency, the Housing Authority does not have an ongoing financing mechanism to maintain them. In the upcoming year, the Housing Authority will continue plans to dispose of the properties and will deposit any proceeds into a Housing Fund.

**Discussion**

Based on the 2017 federal budget, the City will receive \$416,658 in CDBG funds for FY 2017-18. The City has also determined that \$62,236 in prior year funds will be available during the fiscal year, and an estimated \$70,000 in program income, generated by the repayment of previously funded housing rehabilitation loans, may also be available to fund additional rehabilitation loans. Other sources and types of funds will be limited due to the current economic climate and the demise of redevelopment tax-increment/housing set-aside funds. The Lake Forest Housing

Authority holds assets formally held by the Lake Forest Redevelopment Agency. These assets may be sold in the coming year and proceeds deposited into the Authority's Housing Trust Fund.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	CDBG Program Administration	2015	2019	Administration	Citywide	Program Administration	CDBG: \$57,000	Other: 1 Other
2	Single-family Housing Rehabilitation	2015	2019	Affordable Housing	Citywide	Affordable Housing	CDBG: \$248,399	Homeowner Housing Rehabilitated: 12 Household Housing Unit
3	Public Improvements and Public Facilities	2015	2019	Non-Housing Community Development	Citywide	Non-Housing Community Development	CDBG: \$175,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 864 Persons Assisted (15 Ramps)
4	Youth Services	2015	2019	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	CDBG: \$8,070	Public service activities other than Low/Moderate Income Housing Benefit: 12 Persons Assisted
5	Senior Services	2015	2019	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	CDBG: \$7,550	Public service activities other than Low/Moderate Income Housing Benefit: 16 Persons Assisted
6	Low-Income Persons Services	2015	2019	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	CDBG: \$33,330	Public service activities other than Low/Moderate Income Housing Benefit: 2,968 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Homelessness Prevention	2015	2019	Homeless	Citywide	Homelessness Supportive Services	CDBG: \$8,335	Homelessness Prevention: 25 Persons Assisted
8	Fair Housing	2015	2019	Non-Housing Community Development	Citywide	Program Administration	CDBG: \$6,000	Other: 75 Other
9	Disabled Persons Services	2015	2019	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	CDBG: \$5,210	Public service activities other than Low/Moderate Income Housing Benefit: 38 Persons Assisted

**Table 6 – Goals Summary**

### Goal Descriptions

1	<b>Goal Name</b>	CDBG Program Administration
	<b>Goal Description</b>	CDBG program oversight and coordination
2	<b>Goal Name</b>	Single-family Housing Rehabilitation
	<b>Goal Description</b>	Loans and grants to improve owner occupied housing
3	<b>Goal Name</b>	Public Improvements and Public Facilities
	<b>Goal Description</b>	Public improvements benefitting low and moderate-income persons
4	<b>Goal Name</b>	Youth Services
	<b>Goal Description</b>	Services to assist low- and moderate-income households with children
5	<b>Goal Name</b>	Senior Services
	<b>Goal Description</b>	Services to assist lower income senior households

6	<b>Goal Name</b>	Low-Income Persons Services
	<b>Goal Description</b>	Social services that provide a safety net for lower income persons and homeless
7	<b>Goal Name</b>	Homelessness Prevention
	<b>Goal Description</b>	Limited rental assistance to prevent homelessness
8	<b>Goal Name</b>	Fair Housing
	<b>Goal Description</b>	Fair housing services
9	<b>Goal Name</b>	Disabled Persons Services
	<b>Goal Description</b>	Social services to help assist disabled adults

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The City is not a participating jurisdiction in the HUD HOME program; however, an estimated 12 households will be assisted with CDBG-funded rehabilitation during FY 2017-18 - 2 extremely low-income (0% - 30% AMI), 3 very low-income (30%-50% AMI), and 7 low-income households (50%-80% AMI) to be assisted.

## AP-35 Projects – 91.220(d)

### Introduction

The activities to be undertaken during FY 2017-18 are summarized below. All activities identified, except for ADA curb ramps, are expected to be completed no later than June 30, 2018. As noted previously, FY 2017-18 CDBG funding allocations for most of the activities listed below have been proportionally increased from estimated funding levels to match the City's actual 2017 allocation.

#	Project Name
1	CDBG Administration
2	ADA Ramps Phase 11
3	Housing Rehabilitation Loans
4	Paint Program Grants
5	Age Well Senior Services
6	Camino Health Center
7	Fair Housing Council of OC
8	Families Forward
9	Family Assistance Ministry
10	Saddleback Valley Unified School District
11	South County Outreach
12	Vocational Visions

**Table 8 – Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The City recognizes that special needs populations (i.e., seniors, disabled and households with extremely low-income) are more likely to become homeless because they are on limited incomes and have other issues that require housing and supportive services; therefore, the City considers supportive services a high priority.

The City anticipates that the greatest obstacle to meeting the underserved needs of the special needs populations will be a lack of financial resources for both supportive services and housing. A common need reported by services providers is affordable housing. Increasing rents, and reductions to the Section 8 Housing Choice Voucher Program and other housing programs, can impact the City's ability to support affordable housing opportunities for extremely low- and very low-income households.

# Projects

## AP-38 Projects Summary

### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	CDBG Program Administration
	<b>Needs Addressed</b>	Program Administration
	<b>Funding</b>	CDBG: \$57,000
	<b>Description</b>	CDBG program oversight and coordination.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	CDBG program oversight and coordination including public service grant management, preparation of reports, and IDIS.
<b>2</b>	<b>Project Name</b>	ADA Ramps Phase 11
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Improvements and Public Facilities
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$175,000

	<b>Description</b>	Installation of sidewalk curb ramps that comply with ADA regulations.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	864 disabled adults
	<b>Location Description</b>	Census Tracts 0524.08, 0524.15 and 0524.16
	<b>Planned Activities</b>	Construction of 15 sidewalk curb ramps that comply with ADA regulations
<b>3</b>	<b>Project Name</b>	Housing Rehabilitation Loans
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Single-family Housing Rehabilitation
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$218,399
	<b>Description</b>	Housing rehabilitation loans for owner-occupied housing units
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 low- and moderate-income households
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Loans to rehabilitate owner occupied housing units
<b>4</b>	<b>Project Name</b>	Paint Program Grants
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Single-family Housing Rehabilitation

	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Grants to assist homeowners paint the exterior of their home
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 low- and moderate-income homeowners
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Grants to assist homeowners paint the exterior of their home
<b>5</b>	<b>Project Name</b>	Age Well Senior Services
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Senior Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$7,550
	<b>Description</b>	In-home support services for home bound seniors
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 Seniors and frail elderly
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Case management and in-home support services for home bound seniors and frail elderly
<b>6</b>	<b>Project Name</b>	Camino Health Center

	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Low-Income Persons Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$14,060
	<b>Description</b>	Low-cost medical and pediatric dental services
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,350 Individuals
	<b>Location Description</b>	30300 Camino Capistrano, San Juan Capistrano CA
	<b>Planned Activities</b>	Reduced cost medical and pediatric dental services for low- and moderate-income persons
<b>7</b>	<b>Project Name</b>	Fair Housing Council of OC
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Fair Housing
	<b>Needs Addressed</b>	Program Administration
	<b>Funding</b>	CDBG: \$6,000
	<b>Description</b>	Fair housing services
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 households (185 Individuals)
	<b>Location Description</b>	Citywide

	<b>Planned Activities</b>	Fair housing outreach, education and enforcement services
<b>8</b>	<b>Project Name</b>	Families Forward
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Low-Income Persons Services
	<b>Needs Addressed</b>	Homelessness Supportive Services
	<b>Funding</b>	CDBG: \$9,375
	<b>Description</b>	Transitional housing, support services and case management for homeless families.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 homeless persons with transitional housing
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Case management and transitional housing for homelessness families.
<b>9</b>	<b>Project Name</b>	Family Assistance Ministry
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homelessness Prevention
	<b>Needs Addressed</b>	Homelessness Supportive Services
	<b>Funding</b>	CDBG: \$8,335
	<b>Description</b>	Rental assistance to help prevent eviction/homelessness
	<b>Target Date</b>	6/30/2018

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 lower income individuals at risk of becoming homeless or that are homeless
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Case management and rental assistance or other forms of assistance to help lower income households from becoming homeless.
<b>10</b>	<b>Project Name</b>	Saddleback Valley Unified School District
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Youth Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$8,070
	<b>Description</b>	Childcare services
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12 low- and moderate-income elementary-age children
	<b>Location Description</b>	Various elementary school locations in Lake Forest
	<b>Planned Activities</b>	Before and after school childcare services. Services also available during summer and holiday school breaks.
<b>11</b>	<b>Project Name</b>	South County Outreach
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Low-Income Persons Services
	<b>Needs Addressed</b>	Non-Housing Community Development

	<b>Funding</b>	CDBG: \$9,895
	<b>Description</b>	Food bank and case management services for lower income individuals, individuals at risk of homelessness, and homeless individuals
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,600 low- and moderate-income persons
	<b>Location Description</b>	7 Whatney St. B, Irvine CA
	<b>Planned Activities</b>	Food bank services including case management. Services also include emergency rent and utility assistance to prevent eviction or termination of services. Computer training services are also available.
<b>12</b>	<b>Project Name</b>	Vocational Visions
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Disabled Persons Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$5,210
	<b>Description</b>	Job training and development services for adults with disabilities
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	38 adults with developmental disabilities
	<b>Location Description</b>	26041 Pala, Mission Viejo CA
	<b>Planned Activities</b>	Job training and job development services for adults with developmental disabilities.

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

HUD permits an exception to the Low- and Moderate-income (LMI) area benefit requirement that an area contain 51% LMI residents. This exception applies to entitlement communities that have few, if any, areas within their jurisdiction that have 51% or more LMI residents. This exception is referred to as the “exception criteria” or the “upper quartile.”

Based on HUD data for 2016, the City’s “upper quartile” is 48.11%, as few census tracts in the City contain 51% or more LMI. The City of Lake Forest will use this exception criterion in determining where to direct funding in order to address LMI needs in the community; however, for FY 2017-18, all funds will be allocated to activities on a citywide basis. (Note: ADA Ramps Phase 11 is qualified due to the population that the project will benefit versus the location of the project; therefore, the project is considered a “Citywide” activity.)

### Geographic Distribution

Target Area	Percentage of Funds
CDBG Target Areas	0
Citywide	100

Table 10 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City does not specifically allocate CDBG funds on a geographic basis; instead, funds are allocated in a manner that best meets the needs of lower income households regardless of where they reside in the City. The City prioritizes the use of its CDBG funding for the preservation of housing that is affordable to lower income households and that helps prevent homelessness or assist those already homeless. These activities are carried out on a citywide basis.

CDBG-funded infrastructure and facility improvements are typically undertaken in LMI areas, which have a higher percentage of lower income residents (see **Attachment 3**). Some infrastructure/facility improvement projects may be undertaken in areas outside of LMI areas. Such projects are typically limited to those that address ADA regulations.

### Discussion

CDBG funds are primarily focused on programs that serve lower income Lake Forest residents regardless of where they live. The City will continue to invest in neighborhoods that are in need of infrastructure improvements or amenities. Typically, such projects will be limited to CDBG eligible areas; however, for FY 2017-18, public improvements are ADA related and may be outside of eligible areas.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Although the Consolidated Plan and Action Plan focus on affordable housing, the City's only HUD funding source is CDBG, which limits the amount of funding that can be spent on affordable housing due to eligibility limitations prohibiting new construction of housing and funding limitations.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless ( <i>Transitional Housing</i> )	18
Non-Homeless	
Special-Needs	
<b>Total</b>	<b>18</b>

Table 11 - One Year Goals for Affordable Housing by Support Requirement

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	119
The Production of New Units	
Rehab of Existing Units	12
Acquisition of Existing Units	
<b>Total</b>	<b>131</b>

Table 12 - One Year Goals for Affordable Housing by Support Type

#### Discussion

CDBG public service grant funding will be allocated a local agency that anticipate providing transitional housing to an estimated 18 individuals (five households). The City's CDBG-funded affordable housing strategy is to maintain the affordable housing stock through housing rehabilitation programs and supporting rental assistance programs like the Housing Choice Voucher (the latter is administered by the Orange County Housing Authority) - a total of 192 Lake Forest renter households presently hold a voucher or certificate.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Lake Forest does not own or manage public housing.

### **Actions planned during the next year to address the needs to public housing**

NA

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

NA

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

NA

### **Discussion**

The City supports the efforts of the Orange County Housing Authority, which administers HUD's rental assistance programs for low-income households. The City has no direct involvement in the ownership or management of public housing.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City recognizes the importance of assisting the homeless and near homeless with a continuum of care approach that not only addresses a homeless person's immediate shelter needs, but also provides access to transitional and permanent housing, support services, and employment opportunities to break the cycle of homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City collaborates and relies on nonprofit partners to reach out to homeless persons (especially unsheltered persons), the elderly, and special needs persons, in assessing individual needs, addressing emergency shelter and transitional housing needs, and to help homeless persons make the transition to permanent housing and independent living. Three agencies identified for CDBG funding in FY 2017-18 provide specific services for the homeless including a housing and needs assessment. Additionally, the Camino Health Center provides outreach and medical services for homeless individuals.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

In past years, the City utilized CDBG funds to assist nonprofits acquire eight condominium units located within the community for the purpose of providing transitional housing. In 2010, the City's redevelopment agency acquired two additional condominiums that are leased and operate as transitional housing.

For FY 2017-18, the City actively solicited applications from homeless service providers in order to address homeless needs in the community. The City did not receive funding requests for emergency shelter; however, Families Forward (an agency that in past years had received funding for its Food Bank program) submitted a grant application to support its family transitional housing program. It is anticipated that 18 individuals will be assisted during FY 2017-18.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Orange County Continuum of Care (CoC) coordinates a system that incorporates several evidence-based practices, including a Housing First approach that involves moving persons directly from the streets into permanent housing accompanied by home-based supportive services. This approach has

been effective with chronically homeless persons and families. Lake Forest has also utilized CDBG and local redevelopment funding to expand permanent housing opportunities for the formerly homeless. In earlier program years, CDBG funding was utilized to purchase a condominium for such a purpose. More recently, in 2015, the City's Housing Authority (formerly redevelopment agency) sold a four-unit apartment to Families Forward. These units will provide additional permanent housing opportunities for lower income households (including former homeless).

In addition to Rapid Rehousing, the Orange County CoC has focused on addressing the housing needs of several unique homeless households. The Family Redirection Program specifically aims to keep homeless families with children off the streets by prioritizing shelter and housing resources for such households. HUD has also significantly increased the number of rental assistance vouchers specifically for homeless Veterans (i.e., Veterans Affairs Supportive Housing or VASH vouchers). In addition to receiving rental assistance, Veterans with a history of serious mental health illness, substance use disorder or physical disabilities receive case management and appropriate support services from the Department of Veterans Affairs. To date 531 VASH vouchers have been received by the Orange County Housing Authority (11 in Lake Forest). With respect to unaccompanied youth, there are several residential/supportive services programs available in Orange County designed specifically for youths. Services offered include crisis intervention, drug abuse counseling, and case management.

As previously indicated, the City actively solicited applications from homeless service providers in an effort to address homeless needs in the community. FY 2017-18 CDBG funding is allocated Family Assistance Ministry (FAM) to provide direct financial assistance to households at risk of becoming homeless due to a temporary inability to pay rent.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

For FY 2017-18, the City will allocate CDBG funds to Families Forward, Family Assistance Ministry, and South County Outreach for an array of services to assist the near homeless and those already homeless. Each of these agencies operate food bank programs, which provide an entry point into the respective service agencies. Program applicants undergo an assessment by case managers who determine if additional services are needed and will make applicable referrals. The City will also continue to participate in regional homeless planning efforts including the OC CoC's Discharge Plan, which aims to prevent individuals leaving institutions, hospitals, etc., from becoming homeless.

## **Discussion**

The programs identified above to address the needs of homeless persons and subpopulations of homeless indicate that serving the homeless is a complex issue requiring a network of service providers.

The City has allocated CDBG resources to support a network of agencies that will address the needs of the community's homeless and those at risk of becoming homeless and those already homeless.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City's Consolidated Plan provides detailed information regarding barriers to affordable housing and actions to overcome these barriers. The actions to address these barriers during FY 2017-18 are summarized below.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

To address barriers to affordable housing, the City will assist social service agencies that provide fair housing counseling and housing referral services for low- and moderate-income and special needs populations. With respect to the development of new housing, the City's Housing Element has listed the following as action steps that can be taken to remove barriers to affordable housing:

1. Cost of fees and improvements – The entitlement review process contributes to the cost of housing in that holding costs incurred by developers are ultimately included in a unit's selling price or monthly rent. Entitlement review and permit fees are set at rates intended to help the City recoup its costs. The City periodically evaluates the actual cost of processing development permits in an effort to minimize the impact of these fees on housing development.
2. Expedited Project Review – To minimize holding costs, the City prioritizes the review of housing projects with an affordable component, including projects where only a percentage of the total units are affordable. The City utilizes contract staff on an as-needed basis in order to expedite the processing of development applications. Given the importance of a shortened review process for affordable housing development, the City provides priority permit processing for affordable projects.

### **Discussion**

The City's 2015-2019 Consolidated Plan includes an extensive narrative regarding barriers to affordable housing and actions the City can take to mitigate identified barriers. As outlined above, the City undertakes a periodic analysis of development fees and has determined fees are reasonable and appropriate. An expedited development review process is available for affordable housing projects to help reduce holding costs and thus the overall cost of development. The City has little control over market forces such as the cost of land, building materials and labor. There are no growth limit initiatives in Lake Forest; however, new planned communities within the City are subject to Mello-Roos assessments. The latter may impact the affordability of housing units, however, there is little the City can do to minimize the impact of these assessments as they were voluntary incurred by the landowner prior to the subdivision of the land. If resources are available, the City may provide some level of gap financing to help reduce overall development costs as an incentive to develop affordable housing.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

There are several constraints to meeting the needs of low-income residents; the primary obstacle is a lack of funding to fully address all needs. The economic challenges facing the nation have forced many nonprofits to reduce services at a time when governmental entities are also reducing resources. In response to the level of need, the City has maintained its commitment to utilizing and leveraging resources in an efficient and effective fashion.

### **Actions planned to address obstacles to meeting underserved needs**

The City recognizes that special needs populations face challenges due to low income, the special conditions that they face, and that they are more likely to become homeless as a result of these factors. Special needs populations often require unique housing and supportive services. The City considers supportive services and housing for special needs populations as a high priority. In FY 2017-18 the City will fund several public service agencies that provide assistance for underserved populations such as the homeless, seniors, the disabled, and families with children.

### **Actions planned to foster and maintain affordable housing**

The City's strategies related to CDBG-funded affordable housing efforts is focused on maintaining the housing stock through the housing rehabilitation program, supporting rental assistance programs like the Housing Choice Voucher, and helping to ensure individuals have access to housing free of discrimination due to race, gender, disability, etc.

### **Actions planned to reduce lead-based paint hazards**

The Residential Lead-Based Paint (LBP) Hazard Reduction Act of 1992 (Title X) changed the federal approach to addressing LBP by increasing the emphasis on prevention of childhood lead poisoning through housing-based approaches. The City has included lead based paint hazard reduction as an eligible activity in the City's Housing Rehabilitation Loan Program.

All application packets for the City's housing rehabilitation program include a notice to educate residents about the health dangers of lead and encourage screening of children for elevated blood-lead levels. Additionally, prior to the use of federal funds, all existing units are screened for lead-based paint as appropriate. Housing units identified as having lead-based paint hazards are treated so the lead-based paint hazards are abated in accordance with current federal requirements. The use of lead-based paint is prohibited in newly constructed units.

### **Actions planned to reduce the number of poverty-level families**

The City will leverage limited CDBG funds to address the needs of poverty-level families by partnering with nonprofit agencies that primarily focus services to these households. Specifically, the City will fund programs that provide safety net services such as food banks, limited rental assistance to prevent

eviction, low cost medical and dental care, reduced cost childcare, and fair housing education/enforcement services.

### **Actions planned to develop institutional structure**

The City of Lake Forest will continue efforts to eliminate institutional gaps and enhance coordination of programs with all segments of the community. For example, the City will partner with nonprofit and special district public entities to deliver public services. City departments will also continue to work together to evaluate programs and projects that may be funded in whole or in part with CDBG funds that address priority needs. The City will assist the Orange County Housing Authority by participating in the Cities Advisory Committee – a quarterly gathering of cities and OCHA to discuss issues related to federal rental housing assistance and housing issues in general. As a member of the Orange County Continuum of Care Community Forum, the City will also continue to provide critical information to the regional Continuum of Care (CoC) as it prepares the County’s annual Continuum of Care Homeless Assistance grant application. The City will also continue to participate in the development of the County’s Ten-Year Plan to end chronic homelessness and the regional discharge plan.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City will continue to participate in regional coordination of services by participating in the Cities Advisory Committee - the quarterly meeting of cities and OCHA to discuss issues related to federal rental housing assistance and as a member of the Orange County Continuum of Care Community Forum. On an annual basis, the City meets with service providers that assist City residents to discuss needs and actions that can be taken to better serve residents. Another example of enhanced coordination is the preparation of the 16-city Analysis of Impediments to Fair Housing. The City participated in the preparation of this document which required significant jurisdictional coordination.

### **Discussion**

HUD regulations require that the City prepare an Analysis of Impediments to Fair Housing choice (AI) every five years. In addition to identifying impediments, a strategy to overcome barriers must be developed and implemented annually. Accomplishments are to also be reported annually. In May 2015, the City of Lake Forest and 15 other Orange County jurisdictions entered into an agreement with GRC Associates to prepare a new AI that is compliant with existing AI guidelines. This multi-jurisdictional AI evaluated existing demographic data, past fair housing enforcement activity for each partner community, region and city-specific mortgage lender data, and existing housing and land use public policies. Based on an extensive analysis of this data, and the input of residents, a list of impediments to fair housing choice for the 16-city region was developed. A corresponding set of action steps to ameliorate these barriers was prepared. Impediments are summarized in **Attachment 4** – a copy of the draft AI is posted on the City’s website (<http://lakeforestbusiness.com/DocumentCenter/View/1022>).

**NOTE: not all of the impediments identified in the AI may be present in Lake Forest.** The specific action steps the City will undertake during FY 2017-18 are also listed in **Attachment 4**.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

The program-specific requirements that apply to the City are those for the CDBG program.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### Discussion

The City will meet the 70% low- and moderate-income Overall Benefit requirement for use of CDBG funds in the one-year period of FY 2017-18.

CDBG funds for FY 2017-18 will be allocated to activities that are described above. Community service activities will be qualified either as “low- and moderate-income area benefit” or “limited clientele benefit.” Public facility and infrastructure improvements will be qualified under “low- and moderate-income area benefit” or “limited clientele benefit” (e.g., ADA improvements). Housing Rehabilitation

and Neighborhood Pride Paint programs will be available citywide to low- and moderate-income households.

CDBG program income received during FY 2017-18 will be allocated to the City's Housing Rehabilitation Program (Revolving Loan funds). The City does not have surplus funds from urban renewal settlements, nor does the City have grant funds returned to its line of credit. The City will not undertake float-funded activities; therefore, it does not anticipate program income from these types of activities. Finally, the City does not anticipate undertaking urgent need activities during FY 2017-18, nor will it undertake any actions that may result in involuntary displacement of businesses or residents.

As indicated above, if available, CDBG program income will be made available to fund additional housing rehabilitation loans. The City anticipates carrying forward \$0 in housing rehabilitation funds for housing activities during FY 2017-18.